Human Capital Information Environment

Workforce Services

the portal of the NASA Human Capital Information Environment (HCIE)

Office of Human Capital (OHC) Staff Briefing & Demonstration

a partnership of
Office of Human Capital Management
Integrated Enterprise Management Program
NASA Shared Services Center

April 26, 2007

HCIE

Today we will...

- Introduce the HCIE *Workforce Services* portal
- Demonstrate portal features
- Discuss Center roles & responsibilities

Later...

- Center Transition Team will provide hands-on assistance and training to OHC civil service staff and designated contractor support personnel
- Engage Center functional areas in the portal development
- Establish communities for each OHC functional area (i.e., Staffing, Training, Classification, etc.)
- Establish communities for each OHC project area (i.e., Career Path Development Initiative, EPCS & e-OPF implementations, etc.)
- OHC staff will update portal requirements and provide feedback to portal developers.

HCIE

What is a Portal "Community"?

Definition

- Communities are sites within the portal designed for a specific organization or task
- Current examples:
  - Marshall Space Flight Center
  - HCIE Change Management
  - NASA Shared Services Center (two sub-communities)
    - NSSC HR Internal
    - NSSC Director and Leadership Team

Managing a community

- The portlets, layout, community preferences, and sub communities within a community are determined by the community manager and modified by the content manager (could be the same person).
- Initial setting up of a community will take 20 – 50 hours (estimated).
- Maintaining content could be a daily task or updated as needed.

HCIE

HCIE Center Transition Team Members

- Thom Holden / HS10 – Center Transition Team Lead
- Brian Rogers / HS10 (ASRI) – Change Management Lead
- Rachel Stewart / HS20 – MSFC Portal Community Manager
- Wendy Sullivan / HS50 – MSFC Portal Content Manager

HCIE Agency Team Members

- Lou Nosenzo / HS01 – HCIE Organization Quadrant Subteam Lead
- David Jeffreys / HS20 – HCIE Workforce Planning Quadrant Subteam Lead

The Portal vision...

a) Create an *online workplace to conduct Human Capital business* --- for NASA employees, managers, business units, and workforce planners

b) Consolidate, standardize, and secure our access to and delivery of human capital databases, information, tools, and services

c) Provide a low cost, secure, focused internal collaboration capability that:

- uses electronic means to rapidly develop and embed a "shared mindset, shared vision, and shared agenda" for NASA Human Capital management
- is interoperable with agency legacy and future systems
- supports NASA Shared Services
- is interoperable with other agencies' HR portlets
- complements the *InsideNASA* portal

HCIE

The Targeted users...

Licensed Users

- NASA civil servants (20K)

Guest Users

- New Employee Orientation and In-processing
- Selected contractor support
- NASA Retirees

New ways of doing business...

- "Business at the speed of light"
- Business happening 24 / 7 /365
- Transactions and information delivery are much easier, faster, and accurate
- Information, tools, and data are at our managers' and employees' finger tips...
  - they will rely less on your personal knowledge
  - and more on your ability to analyze, make recommendations, develop solutions
- You can be more proactive and less reactive
- You become much less transactional...more of a strategic partner

Some thoughts on your role...

- The portal belongs to you.
  - It communicates what you do; how well you do it
  - It is a reflection of OHCM and your Center....HC leadership and staff.....and you!
- You are the functional experts.... you know the content.
- Take ownership and responsibility for content, quality, marketing, and change management
- Learn the features by using them
- Provide feedback, ideas, support, solutions
- The portal is still in development. Your job is to complete it.
- Put on a happy face!

Portal Rollout Plan...

Phase 1: Concept Validation

- HCIE Project Team
- Dec 2006 – March 2007

Phase 2: Content Development and Training for OHCM and Centers

- Site Visits for Training & Development
- Human Capital staffs at OHCM and Centers
- March – June 2007
- Operational Readiness Reviews

Phase 3: Center by Center Rollout

- All Employees
- July 2007

Phase 4: Follow-on – Extranet Portal

- Retirees / Prospective Employees
- Fall 2007 via extranet portal

HCIE

Workforce Services Portal Training, Development, & Rollout Schedule...

Human Capital Information Environment

Workforce Services -- HCIE Portal Schedule

15-Apr-07

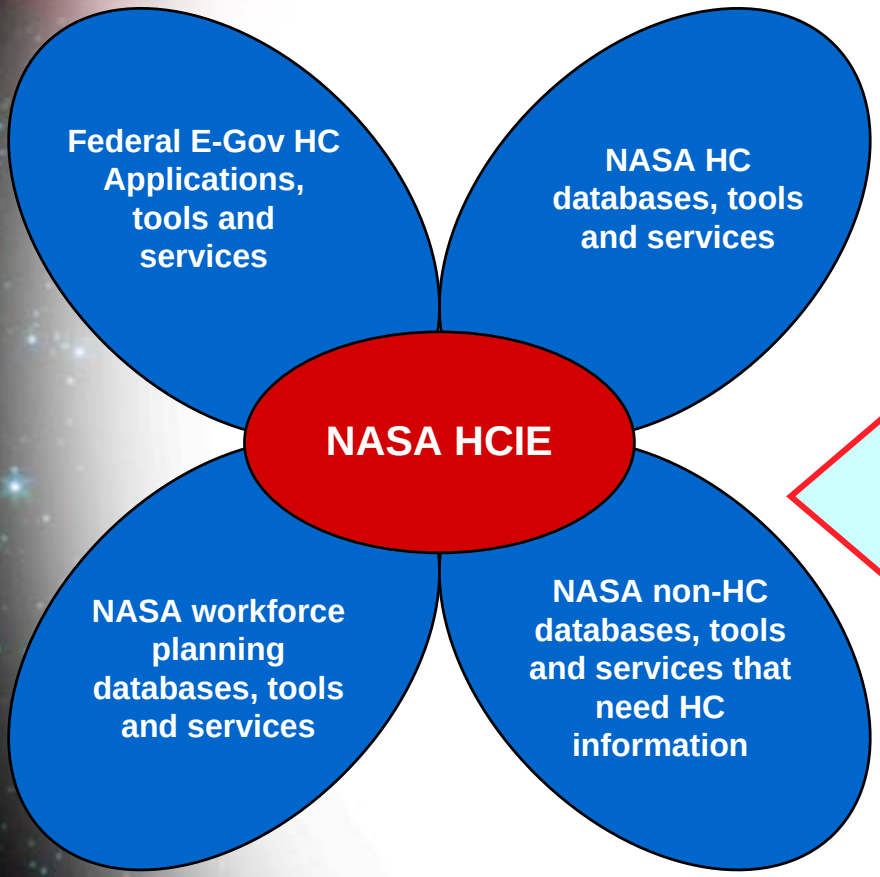
Trip	Center(s)	Training & Development Dates for Center HR Staff *Onsite visit from portal team**		Center Communities Operational Readiness Review *(Webex)*	Portal Operational Readiness Review (ORR)	Rollout to Center Employees	Post Rollout Center Review *(Webex)*	Post Rollout Review (Agency)
		Begin	End					
	JSC	1-Mar	2-Mar	5-Jun	20-Jun-07	10-Jul	1-Aug	22-Aug-07
1	OHCM	13-Mar	14-Mar	6-Jun		12-Jul	2-Aug	
	HQs	15-Mar	16-Mar	7-Jun			2-Aug	
2	NSSC / SSC	21-Mar	22-Mar	5-Jun		17-Jul	3-Aug	
3	MSFC	3-Apr	4-Apr	11-Jun		17-Jul	6-Aug	
	KSC	5-Apr	6-Apr	12-Jun		19-Jul	7-Aug	
4	LaRC	10-Apr	11-Apr	13-Jun		24-Jul	8-Aug	
	GSFC	12-Apr	13-Apr	14-Jun		31-Jul	9-Aug	
5	DFRC	17-Apr	18-Apr	15-Jun		26-Jul	13-Aug	
	ARC	19-Apr	20-Apr	15-Jun		26-Jul	14-Aug	
6	GRC	1-May	2-May	11-Jun		10-Jul	1-Aug	

* Portal technical team and change mgmt team will conduct onsite visit to brief HR Director, introduce portal to entire HR staff; post and validate Center specific content; confirm center portal responsibilities. Each center will have an assigned portal developer to provide continuing assistance to local HR staff.

HCIE

Human Capital Information Environment
High Level View

Human Capital Information Environment

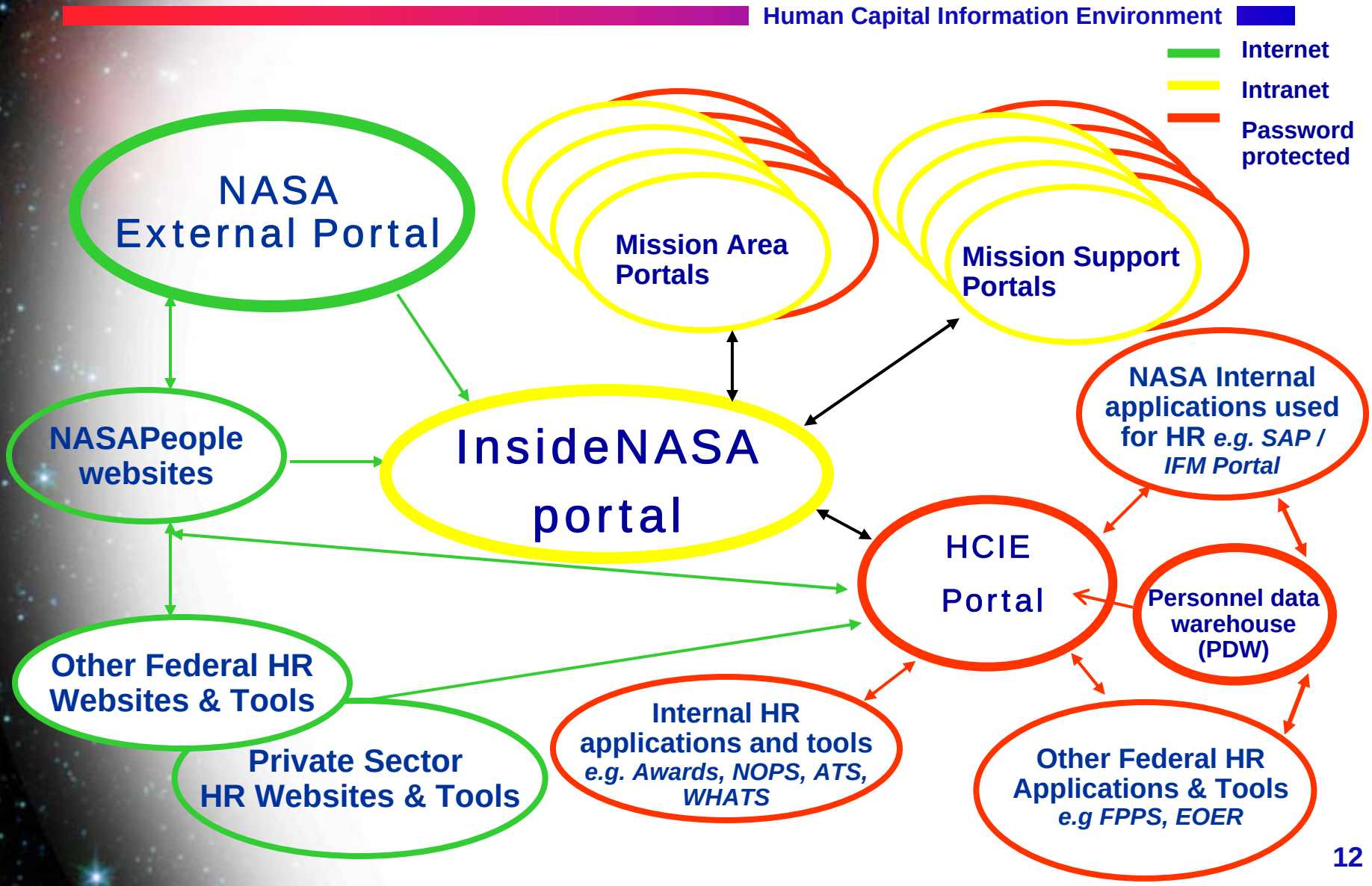


1. **Personnel Data Warehouse**
   - ★ the authoritative data repository for human capital information
   - ★ all information about each employee
2. Datamarts that organize the services and information by user groups

HCIE provides single point access to human capital information, tools, and services.

3. Modular, new & legacy applications that process the inbound and outbound data
4. HCIE portal that provides the customer interface

Portal Relationships



HCIE Portal & PDW

Information & Data Flow

Legacy and new NASA Data sources

Legacy and new NASA HRIS Applications

Agency Human Capital Websites

NASA personnel data warehouse

PDW

BW Reporting tool

Actuate Reporting tool

HCIE Portal: Workforce Services

Manager Desktop

Employee Desktop

External Data Sources

External HRIS applications

External Human Capital Websites

HCIE

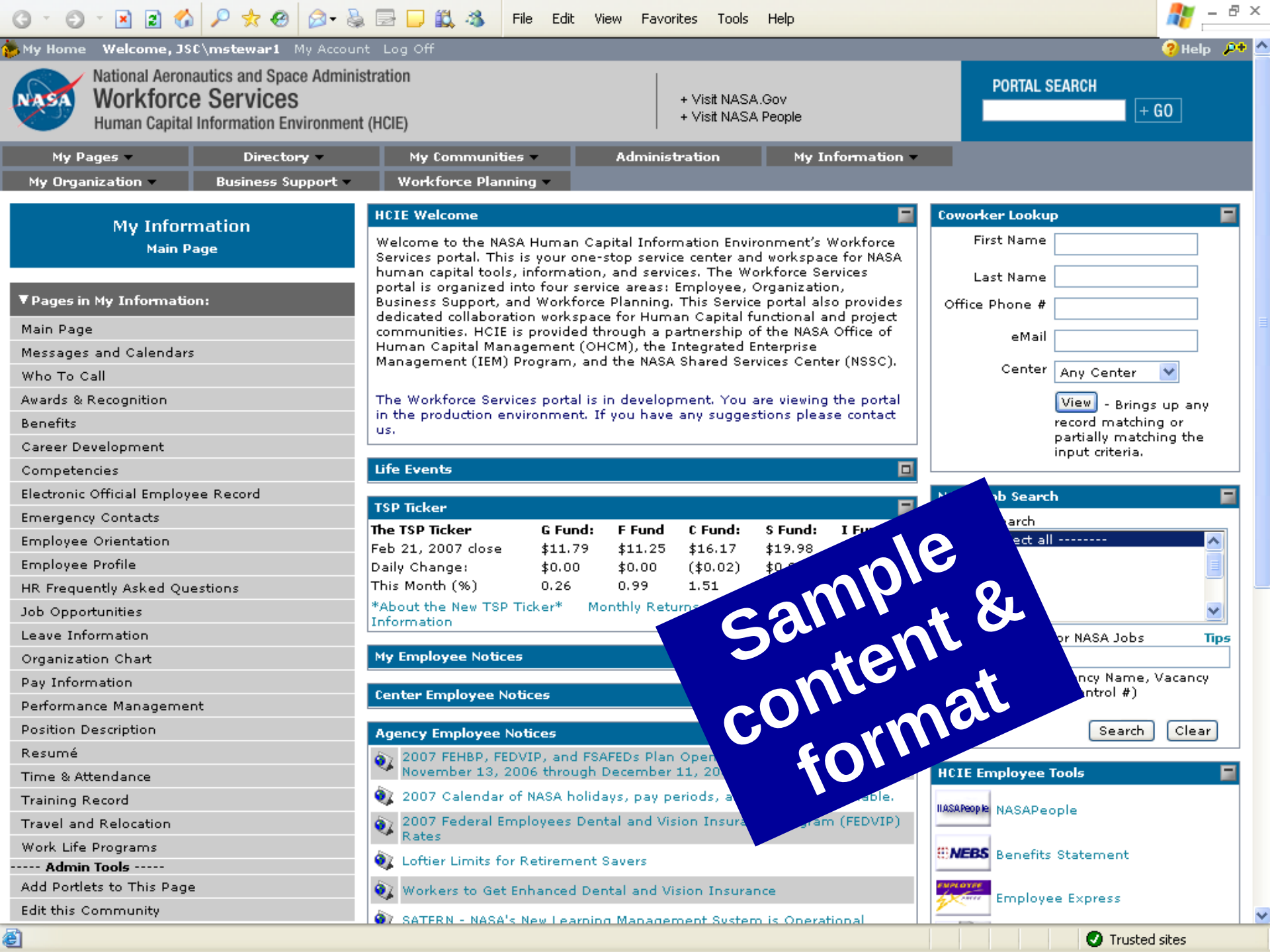
HCIE

Human Capital Information Environment

Introduction to the *Workforce Services* Portal

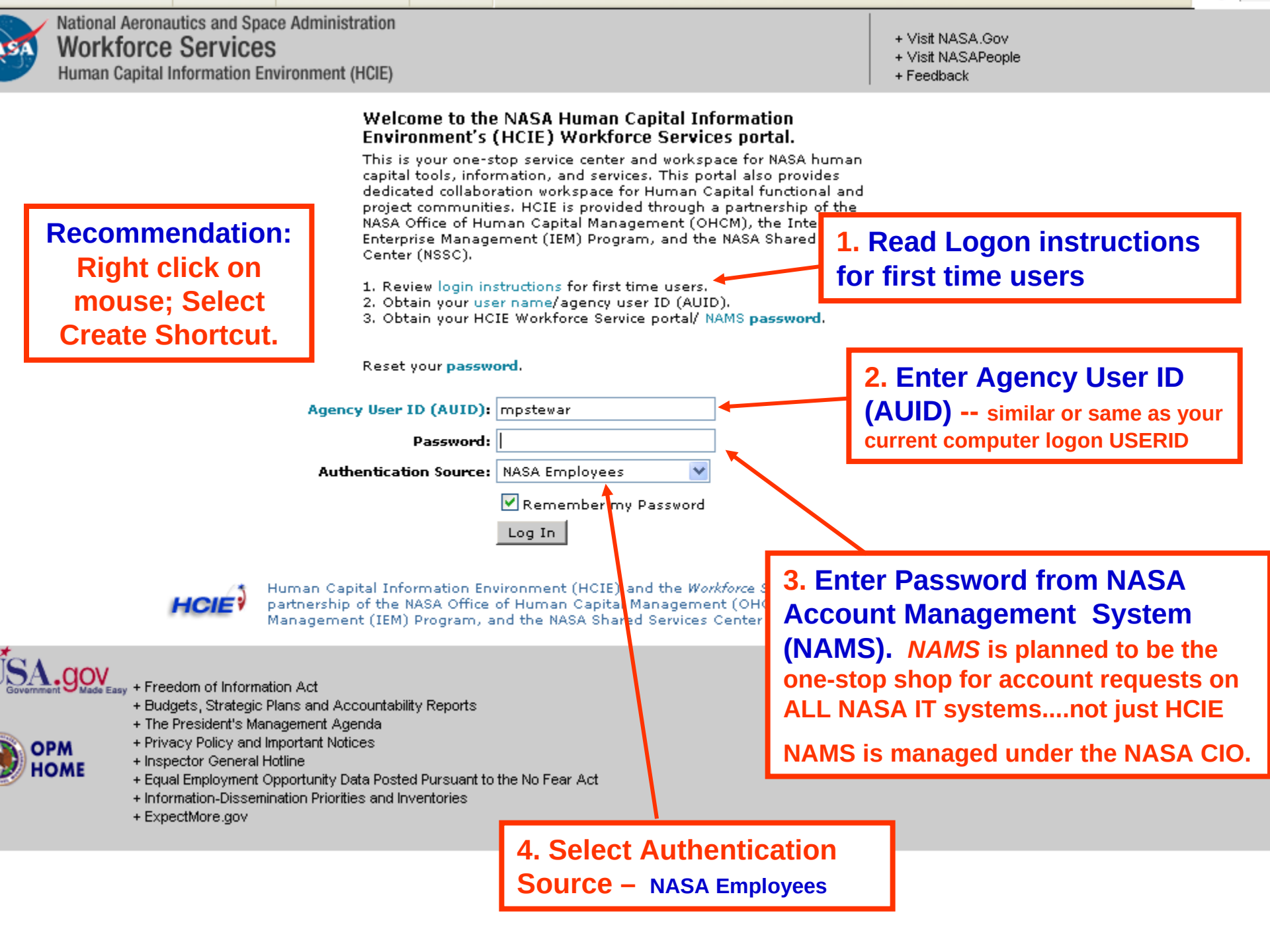
Workforce Services ...the HCIE portal

The demo…


File Edit View Favorites Tools Help
My Home Welcome, JSC\mstewar1 My Account Log Off Help
National Aeronautics and Space Administration
Workforce Services
Human Capital Information Environment (HCIE)
+ Visit NASA.Gov
+ Visit NASA People
PORTAL SEARCH
+ GO
My Pages
Directory
My Communities
Administration
My Information
My Organization
Business Support
Workforce Planning
My Information
Main Page
Pages in My Information:
Main Page
Messages and Calendars
Who To Call
Awards & Recognition
Benefits
Career Development
Competencies
Electronic Official Employee Record
Emergency Contacts
Employee Orientation
Employee Profile
HR Frequently Asked Questions
Job Opportunities
Leave Information
Organization Chart
Pay Information
Performance Management
Position Description
Resumé
Time & Attendance
Training Record
Travel and Relocation
Work Life Programs
----- Admin Tools -----
Add Portlets to This Page
Edit this Community
HCIE Welcome
Welcome to the NASA Human Capital Information Environment's Workforce Services portal. This is your one-stop service center and workspace for NASA human capital tools, information, and services. The Workforce Services portal is organized into four service areas: Employee, Organization, Business Support, and Workforce Planning. This Service portal also provides dedicated collaboration workspace for Human Capital functional and project communities. HCIE is provided through a partnership of the NASA Office of Human Capital Management (OHCM), the Integrated Enterprise Management (IEM) Program, and the NASA Shared Services Center (NSSC).
The Workforce Services portal is in development. You are viewing the portal in the production environment. If you have any suggestions please contact us.
Life Events
TSP Ticker
The TSP Ticker
G Fund:
F Fund
C Fund:
S Fund:
Feb 21, 2007 close
$11.79
$11.25
$16.17
$19.98
Daily Change:
$0.00
$0.00
($0.02)
This Month (%)
0.26
0.99
1.51
About the New TSP Ticker
Monthly Returns
Information
My Employee Notices
Center Employee Notices
Agency Employee Notices
2007 FEHBP, FEDVIP, and FSAFEDs Plan Open
November 13, 2006 through December 11, 20
2007 Calendar of NASA holidays, pay periods, a
able.
2007 Federal Employees Dental and Vision Insura
gram (FEDVIP) Rates
Loftier Limits for Retirement Savers
Workers to Get Enhanced Dental and Vision Insurance
SATERN - NASA's New Learning Management System is Operational
Coworker Lookup
First Name
Last Name
Office Phone #
eMail
Center
Any Center
View
- Brings up any record matching or partially matching the input criteria.
b Search
arch
ect all --------
or NASA Jobs
Tips
ncy Name, Vacancy
ntrol #)
Search
Clear
HCIE Employee Tools
NASAPeople
Benefits Statement
Employee Express
Sample content & format
Trusted sites

Collaboration Features

1. Community pages (e.g. for Supervisors, Workforce & Budget Planners, HR Directors, HCIE Project teams etc.)
2. Integrated posting, sharing, search of HR documents
3. Integrated Human Capital calendars, task lists, action tracking
4. Secure polling / surveys
5. Online threaded discussion tools for Human Capital communities
6. Multiple levels of security and access (e.g. access to portlets can be limited to communities like HR Directors, E/R specialists etc.)
7. Knowledge directory with federated search---multiple, simultaneous search engines
8. Crawlers: file, web, remote (search for things that haven't happened!)
9. Project tracking tools.



Recommendation: Right click on mouse; Select Create Shortcut.

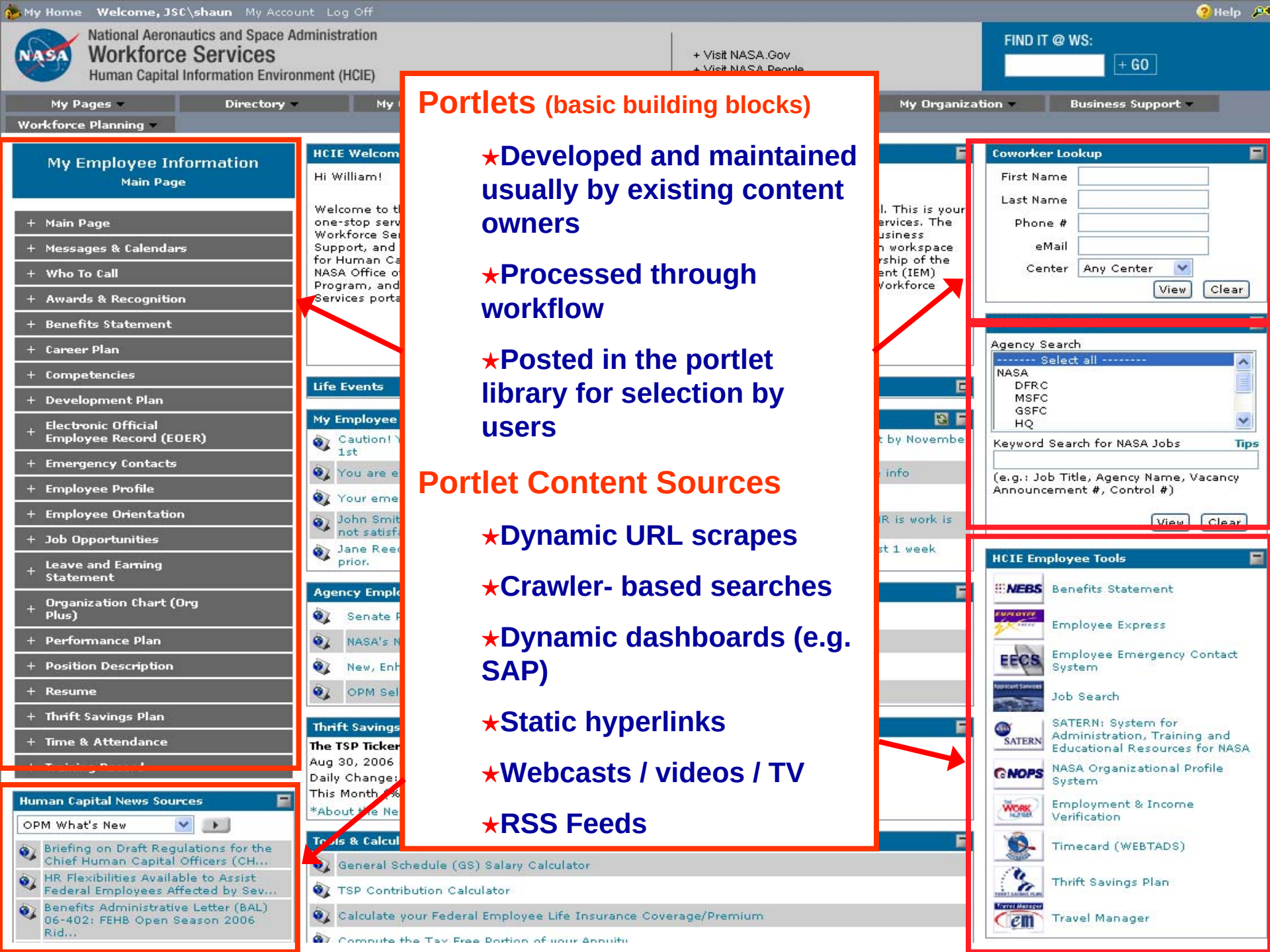
1. Read Logon instructions for first time users

2. Enter Agency User ID (AUID) -- similar or same as your current computer logon USERID

3. Enter Password from NASA Account Management System (NAMS). *NAMS* is planned to be the one-stop shop for account requests on ALL NASA IT systems....not just HCIE

NAMS is managed under the NASA CIO.

4. Select Authentication Source – NASA Employees


My Home Welcome, JSC\shaun My Account Log Off Help
National Aeronautics and Space Administration
Workforce Services
Human Capital Information Environment (HCIE)
+ Visit NASA.Gov
FIND IT @ WS:
+ GO
My Pages
Directory
My Organization
Business Support
Workforce Planning
My Employee Information
Main Page
Main Page
Messages & Calendars
Who To Call
Awards & Recognition
Benefits Statement
Career Plan
Competencies
Development Plan
Electronic Official Employee Record (EOER)
Emergency Contacts
Employee Profile
Employee Orientation
Job Opportunities
Leave and Earning Statement
Organization Chart (Org Plus)
Performance Plan
Position Description
Resume
Thrift Savings Plan
Time & Attendance
HCIE Welcom
Hi William!
Life Events
My Employee
Agency Emple
Thrift Savings
The TSP Ticker
Aug 30, 2006
Daily Change:
This Month
Tools & Calcul
General Schedule (GS) Salary Calculator
TSP Contribution Calculator
Calculate your Federal Employee Life Insurance Coverage/Premium
Coworker Lookup
First Name
Last Name
Phone #
eMail
Center
Any Center
View
Clear
Agency Search
------- Select all --------
NASA
DFRC
MSFC
GSFC
HQ
Keyword Search for NASA Jobs
Tips
(e.g.: Job Title, Agency Name, Vacancy Announcement #, Control #)
View
Clear
HCIE Employee Tools
Benefits Statement
Employee Express
Employee Emergency Contact System
Job Search
SATERN: System for Administration, Training and Educational Resources for NASA
NASA Organizational Profile System
Employment & Income Verification
Timecard (WEBTADS)
Thrift Savings Plan
Travel Manager
Human Capital News Sources
OPM What's New
Briefing on Draft Regulations for the Chief Human Capital Officers (CH...
HR Flexibilities Available to Assist Federal Employees Affected by Sev...
Benefits Administrative Letter (BAL) 06-402: FEHB Open Season 2006 Rid...
Portlets (basic building blocks)
★Developed and maintained usually by existing content owners
★Processed through workflow
★Posted in the portlet library for selection by users
Portlet Content Sources
★Dynamic URL scrapes
★Crawler- based searches
★Dynamic dashboards (e.g. SAP)
★Static hyperlinks
★Webcasts / videos / TV
★RSS Feeds